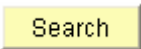



Personal Information Changes

Personal Information defaults to other components, such as Job Data, Position Data and GHI carrier files.

How To: Change an Employee's Name, Marital Status, Address, Telephone, and/or Email Address.

STEP 1:	Select the menu items in the following order: Workforce Administration > Personal Information > Modify a Person
Expected Results:	Personal Information search page displays.

STEP 2:	Enter the Employee ID in the EmplID field or the employee's first name in the Name field and last name in the Last Name field. Click 
Expected Results:	Biographical Data page displays.


STEP 3:	Click  to add a row.
Expected Results:	A new row is added with the current date in the Effective Date field.

STEP 4	Change the Effective Date as appropriate for the changes.
Expected Results:	The field updates after tabbing out or clicking on another field.

STEP 5:	To change name, click on the Edit Name link. Enter appropriate changes and click the OK button.
Expected Results:	The field updates when returning to the Biographical Details page.

STEP 6:	To change Marital Status , select an option from the drop down list in the Marital Status field. Change the As Of date.
Expected Results:	The field displays the new Marital Status.

STEP 7:	Click on Contact Information tab to display the address, telephone and email address.
Expected Results:	The Contact Information page displays.

STEP 8:	To change Address , click View Address Detail link. Click  and enter the effective date. Click Add Address link, enter new address and click OK. Click OK again on the Address History page.
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Personal Information Changes

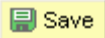
Expected Results:	New address information displays. Make sure the County is correct as it affects benefits eligibility.
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STEP 9:	Verify that the Phone Type is correct. If not, select the correct Phone Type from the drop down list. Enter a new phone number if appropriate.
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Expected Results:	Phone Information displays Phone Type and Telephone/Extension information.
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STEP 10:	Verify that the Email Type is correct. If not, select the correct Email Type from the drop down list. Enter a new email address if appropriate.
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Expected Results:	Email Addresses displays Email Type and Email Address.
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STEP 11:	Click 
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Expected Results:	
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